

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JANUARY 10, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Wednesday, January 10, 2018 at 7:30 PM in the Authority's Board Room at the Sewer Authority Office, located at 20 Parklane Drive, Eagleville, PA, pursuant to public notice and posting of time and place of said meeting.

Present were Authority Members:

Mr. Fred Walker, Chairman
Mr. William Stanczak, Treasurer
Mr. Robert Tschoepe, Secretary

Absent were Authority Members:

Mr. Charles Rose, Vice Chairman
Mr. Doug Hager, Asst. Treasurer

In addition thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent
Mrs. Lori Connolly, Office Manager
Mr. William Brennan, Solicitor
Mr. Ed Woyden, Engineer

CALL TO ORDER

The Chairman called the meeting to order at 7:30 PM and led everyone in the Pledge of Allegiance.

The Chairman stated that there was an Executive Session prior to the meeting to discuss legal issues.

TEMPORARY CHAIRMAN

The Chairman asked for a motion to turn the meeting over to Mr. Brennan.

Upon motion of Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, Mr. Brennan was appointed as temporary Chairman for the election of Chairman.

APPOINTMENT OF CHAIRMAN

Mr. Brennan asked for nominations for the office of Chairman.

Mr. Tschoepe made a motion nominating Fred Walker as Chairman. The motion was seconded by Mr. Stanczak and unanimously carried.

Mr. Brennan turned the meeting back to the Chairman, Mr. Walker.

APPOINTMENT'S

The Chairman made a motion nominating Mr. Rose as Vice Chairman, Mr. Stanczak as Treasurer, Mr. Hager as Assistant Treasurer and Mr. Tschoepe as Secretary. The motion was seconded by Mr. Stanczak and unanimously carried.

APPOINTMENT OF ASSISTANT SECRETARY

The Chairman made a motion to reappoint Alan Rubendall as Assistant Secretary. The motion was seconded by Mr. Tschoepe and unanimously carried.

APPOINTMENT OF OPEN RECORDS OFFICER

The Chairman made a motion to reappoint Lori Connolly as Open Records Officer. The motion was seconded by Mr. Tschoepe and unanimously carried.

APPOINTMENT OF SOLICITOR

The Chairman made a motion to reappoint the law firm of Butera, Beausang, Cohen & Brennan with William Brennan as our Solicitor per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Stanczak and carried.

APPOINTMENT OF ENGINEER

The Chairman made a motion to reappoint the Engineering firm of Gannet Fleming, Inc per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Stanczak and carried.

APPOINTMENT OF AUDITOR

The Chairman made a motion to reappoint Reynolds, Pittner & Associates as Auditor. The motion was seconded by Mr. Tschoepe and carried.

APPOINTMENT OF DEPOSITORS

The Chairman made a motion to appoint Trumark Financial Credit Union, Wells Fargo Corporate Trust, Ambler Savings Bank, Phoenixville Bank and Bryn Mawr Trust as Depositors. The motion was seconded by Mr. Tschoepe and unanimously carried.

APPOINTMENT OF COMMITTEES

The Chairman asked the Board if they would like to continue to chair the Committee they now have.

The Board Members responded that they would like to continue to chair the Committee they now have with Mr. Hager chairing the Equipment & Building Committee.

Committee Appointments

Personnel & Pension: Mr. Tschoepe

Equipment & Building: Mr. Hager

Rates: Mr. Stanczak

Budget: Mr. Stanczak

Capital Projects: Mr. Rose

MEETING DATES & TIMES

A motion was made by Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, with the Board approving the change of the meeting dates for their regular monthly meetings for 2018/2019, held on the second Monday of every month at 6:00 P.M. unless otherwise noted, and for said dates and times to be advertised in the local newspaper.

The meeting dates are as follows:

FEBRUARY 12

MARCH 12

APRIL 9

MAY 14

JUNE 11

JULY 9
AUGUST 13
SEPTEMBER 10
OCTOBER 8
TUESDAY, NOVEMBER 13
DECEMBER 10 - 5:30 P.M.
JANUARY 14, 2019 - REORGANIZATION / REGULAR MEETING

MINUTES

The minutes of the December 13, 2017 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT

Mr. Stanczak presented to the Board the bills to be paid from the Revenue & Administration Account and Capital Improvement Account.

Upon motion of Mr. Stanczak seconded by Mr. Tschoepe and unanimously carried, the Board approved payment of the Revenue & Administration bills hereto marked as Exhibit "A", and the Capital Improvement bills hereto marked as Exhibit "B".

STATEMENTS OF OPERATION

Mr. Stanczak presented the December Statements of Operation to the Board for approval.

Upon motion of Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, the Board approved the December Statements of Operation presented.

PERSONNEL

Maintenance Employee

Mr. Tschoepe reported to the Board that Michael Hagenbuch started employment with the Sewer Authority on January 2, 2018. In addition, Mr. Tschoepe is working on updating the employee handbook. The Authority Solicitor will review said update and will then be distributed to the Board for review.

LPVRS

The Chairman on behalf of Mr. MacFarland stated to the Board with regard to the Lower Perkiomen Valley Regional Sewer Authority that the tapping fee will be changing and effective on December 31, 2018.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

There were no questions on the System Superintendent's Report.

ENGINEER'S REPORT - EXHIBIT "D"

There were no questions on the Engineer's Report.

Sanitary Sewer Replacement

Mr. Woyden stated that the Sanitary Sewer Replacement Project is progressing. Approximately 10,065 LF of main, 6,034 LF of 6 inch and 4 inch pipe and 41 manholes have been replaced as of Estimate #5 which Mr. Woyden requested a motion for payment.

A motion was made by Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, to authorize the Chairman to sign Payment Estimate #5 which includes change order number two for the Sanitary Sewer Replacement Project with PACT One, LLC.

2018 Potential Projects

There was discussion of potential areas needing work in Sherwood Park, Village Green, Midland Avenue and Walker Lane. The Board directed the Engineer to prepare a bid package based on 1.5 million dollars.

ATTORNEY'S REPORT

Mr. Brennan reported that all of his comments on legal matters had been previously discussed in Executive Session.

OLD BUSINESS

EDU OVERUSAGE UPDATE

Mr. Rubendall reported to the Board that 49 letters were sent to commercial customers about EDU overuse since the project began. At this point we had 39 customers respond that we have been working with. We also had 10 customers that have not yet responded. One new letter will be going out for the 4th quarter 2017 overusage

3317 Arcola Road Grinder Pump

Mr. Rubendall stated to the Board that in the Minutes of June 12, 2003, the owner of 3317 Arcola Road had requested a six month extension which was granted.

After discussion, a motion was made of Mr. Walker seconded by Mr. Stanczak and unanimously carried, not to extend the offer for reimbursement of the Grinder Pump.


NEW BUSINESS

Bank Signatures

Upon motion of Mr. Walker, seconded by Mr. Stanczak and unanimously carried, to add Mr. Hager as a signatory on the approved depositories, Mr. Rubendall to the Payroll Account and to remove Mr. Borai and Mr. Cicippio. All other signatories remain the same on the existing accounts.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:46 PM by motion of Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried.


Assistant Secretary

BILLS PAID FROM REV. & ADMIN.**JANUARY 10, 2018 BOARD MEETING**

ADVANCE AUTO PARTS	PUMP STATION MAINT: ANTIFREEZE, BATTERY, HEATER HOSE	207.85
AMS	COMPUTER BILLING: MONTHLY MAINT, BACK-UP, POSTAGE, BILLING QTR. PREP	4,562.30
ASCE - PHILADELPHIA SECTION	TRAINING: GIS SEMINAR	25.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF DECEMBER	1725.00
CARROLL'S	ADMINISTRATION: GLOVES, PAPER, CALENDARS, COFFEE, NAME PLATES	209.70
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	350.00
COLONIAL ELECTRIC SUPPLY	TRUCK & EQUIPMENT MAINT: POWER CORD FOR FUEL PUMP	16.11
CONCENTRA	OPERATING EXPENSES: NEW HIRE PRE-PLACEMENT PHYSICAL	198.00
CORE & MAIN	PUMP STATION MAINT: PARTS FOR GRANGE AVENUE AIR RELEASE, SADDLES	5390.55
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	337.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER	248.32
EXETER SUPPLY COMPANY	PUMP STATION MAINT: PARTS TO REPAIR WALKER ROAD FORCE MAIN	357.40
FASTENAL	OPERATING EXPENSES: SALT MELT, GLOVES, WIPES	141.12
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: OCTOBER 28 - NOVEMBER 24, 2017	13692.22
GRAINGER	PUMP STATION MAINT: FAN BELT FOR TROOPER STATION BY-PASS PUMP	14.81
GRIZZLY GRAPHICS	OPERATING EXPENSES: SIGNS FOR PUMP STATIONS AND GARAGE	1288.50
HADLEY, BLAYNE	HOSPITALIZATION: REIMBURSEMENT OF COPAY	145.33
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY	90.00
HAGENBUCH, MIKE	SAFETY: REIMBURSEMENT OF WORK BOOTS	125.00
HOME DEPOT	TRUCK & EQUIPMENT MAINT: MATERIALS TO MOUNT DIESEL TANK TO CRANE TRUCK	81.93
HORIZON WASTE SERVICE	OPERATING EXPENSES: TRASH REMOVAL	80.00
LPVRS	TREATMENT CHARGES	162,552.00
MAD EXTERMINATORS	EXTERMINATING SERVICE DECEMBER / JANUARY	100.00
NAPA AUTO PARTS	TRUCK & EQUIPMENT MAINT: OIL FILTER, OIL	31.55
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	96.00
PA MUNICIPAL AUTHORITIES ASSOC	ADMINISTRATION: 2018 MEMBERSHIP DUES	2300.00
PA MUNICIPAL RETIREMENT SYSYTEM	PENSION	73,578.00
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	77.26
PECO	GAS & ELECTRIC	4,235.86
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING	274.45
REYNOLDS, PITTNER & ASSOICATES	ACCOUNTING: STATEMENT OF OPERATION DECEMBER	300.00
RICHTER OFFICE SUPPLY	ADMINISTRATION: DOCUMENT RECYCLE	110.00
RUBENDALL AUTO REPAIR	TRUCK & EQUIPMENT MAINT: RADIATOR	274.50
STAPLES	OPERATING EXPENSES / ADMINISTRATION:	715.57
USPS	POSTAGE	294.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	411.40
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	486.47
VALLEY FORGE SECURITY CENTER	BUILDING OPERATION & MAINT: ALARM MONITORING	300.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	850.30
VERIZON	TELEPHONE: OFFICE FIOS	206.10
VERIZON	TELEPHONE: OFFICE INTERNET	94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	339.34
WELLS FARGO	DEBT SERVICE: INTEREST [AUTO DEBIT]	4531.37
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	402.22
XYLEM DEWATERING SOLUTIONS, INC	PUMP STATION MAINT: PARTS FOR BY-PASS PUMPS AT PROVIDENCE & TROOPER	89.96
LPTSA	PETTY CASH	171.86
LPTSA	PAYROLL [TRANSFERRED]	30000.00
INDEPENDENCE BLUE CROSS	HOSPITALIZATION: FEBRUARY PREMIUM	7398.32

TOTAL 319572.72

EXHIBIT "A"

BILLS PAID FROM CAPITAL IMPROVEMENT	JANUARY 10, 2018 BOARD MEETING	
CARRIGAN GEO SERVICES, INC	GIS MAP YEARLY SERVICE / SUPPORT	500.00
FLOW ASSESSMENT SERVICES	METERING: EAGLEVILLE RUN INTERCEPTOR FOR JAN, FEB, MAR	1225.00
GANNETT FLEMING	ENGINEERING I/I: OCTOBER 28 - NOVEMBER 24, 2017	32027.58
PACT ONE, LLC	REPLACEMENT OF SYSTEM PAYMENT #5	264120.08
	TOTAL	297872.66

SYSTEM SUPERINTENDENT'S REPORT

JANUARY 2018

FOR WORK DONE DECEMBER 1, 2017 – DECEMBER 31, 2017

SEWER AUTHORITY PROJECTS:

Pact One LLC has completed the sewer project in its entirety including the two lateral repairs on North and South Park Ave which turned out to be two significant points of infiltration. The sewer lateral was installed on Kenny Lane and all testing will be completed shortly. Once testing is completed, we will send out Notice to Connect letters to residents on Kenny Lane. All roads in the project area that were dug up were temporarily repaired for the winter and the Township will be putting those roads in their contract this Spring to be paved.

We ordered the pump station identification signs and are waiting for them to be delivered so we can install them on the fences.

The logos for the new crane truck were delivered and installed on the doors. We also ordered numbers for all the trucks for identification for office use.

I am signed up for a GIS seminar on January 24th at 5:30 to 8:00 PM to possibly get some ideas to upgrade our system. If anybody is interested in attending there is still some openings.

We sent 49 letters to commercial customers about EDU overuse since the project began. At this point we have had 39 customers respond that we have been working with. We have also had 10 customers that have not responded to date. One new letter will be going out for the 4th quarter 2017.

Mike McGann from LPVRSa said he would have a draft with the new instructions soon. None of the other Municipalities are interested in changing the way they have customers purchase capacity.

DEVELOPER PROJECTS:

Brynwood Manors started one section of sanitary sewer main on River Road to get them off River Road and into job then started doing storm sewer and they will come back to sanitary Sewer after the storm sewer is installed.

Providence Place started light construction taking down parts of old building. We are still waiting for finalization on the Sanitary Sewer Plans before they can start installing it.

Audubon Bird Sanctuary has not connected to our system yet. We gave them the option of tying the new connection on to the existing lateral that is coming in off of Audubon Road and into the property for their maintenance building. This would eliminate digging up Audubon Road for the new connection. We have not heard back from them regarding their decision.

MISCELLANEOUS:

Our new employee Mike started Tuesday January 2nd. I spent the first three days with him and took him around to show him R.O.W's and Pump Stations and explained the basics to him. All seems to be going well on both ends.

MAINTENANCE DEPARTMENT:

In addition to the daily inspection and maintenance of the pumping stations, the Maintenance Department:

- Responded to 88 locations (PA One Calls).
- Repaired mufflers on generators at St Gabes and Gertude Rd Stations.
- Replaced block heater on generator at St Gabes Station.
- Flushed/replaced coolant and thermostat in bypass pump at Providence Crossing St.
- Replaced Faulty tracker at Washington Rd Station.
- Remove fallen tree and repair area next to station damaged by water erosion at Mile Hill St.
- Replaced air/vacuum release assembly for Grange Avenue St.
- Had McGovern vacuum clean wet well at Audubon Sq Station.
- Cleaned transducer and stilling tube at Audubon Sq Station.
- Root cut all sewer main on Martha Lane and removed heavy root obstructions.
- Root cut Longspur R.O.W MH L8 to MH L15 observed light roots.
- Root cut all sewer main on Deerfield Drive and removed medium root obstructions.
- Replaced battery and installed a float charger on trailer bypass pump.
- Changed oil and filter on unit 2 and unit 3.
- Collected water meter readings.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	247	256
Vacation hours	32	24
Sick / Personal hours	9	8
Holiday hours	32	32
Overtime	16	0
Part-time hours		63 (Eileen)
Special Projects hours	0 (Tom)	71 (Brandi)
Job related injury hours	0	0

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
January 10, 2018

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.108	Corrective Action Plan	- Transmitted revised CAP to the PA DEP on December 28, 2017.
52361.134	Replacement of Sanitary Sewer	- Construction work is progressing. - Approximately 10,065 LF of main, 6,034 LF of 6" and 4" pipe and 41 manholes have been replaced as of Estimate No.5.
52361.218	Courts at Brynwood	- Construction observation services.
52361.200	Providence Place	- Attended meeting with Alan Rubendall and the contractor on December 14, 2017. - Reviewing revised plans submitted January 3, 2018.
52361.225	412 Ashley Circle	- Reviewing revised plans submitted January 3, 2018.